



## REQUEST FOR QUALIFICATIONS AND QUOTATIONS (RFQQ)

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Acquisition Title: Quality Review & Risk Assessment - Western and Eastern State Hospitals  
RFQQ # 0634-217

Summary of Expected Results: As a result of this RFQQ, the Mental Health Division intends to contract with an individual or firm to conduct an on-site Quality Review and Risk Assessment of the civil inpatient programs located at Western State Hospital and Eastern State Hospital.

Response Due Date: This solicitation is open through June 13, 2006. All responses, whether mailed or hand delivered, must be received at the following address by 3:00 p.m. Pacific Daylight Savings Time June 13, 2006.

**Faxed or electronically mailed responses will not be accepted.**

Submit Response to: Andrew Kramer, RFQQ Coordinator  
Department of Social & Health Services  
Administrative Services Division / Central Contract Services

Mailing Address:	Physical Address:
P.O. BOX 45811	4500 10th Avenue SE
Olympia, Washington 98504-5811	Lacey, Washington 98503

Telephone: (360) 664-6073  
FAX: (360) 664-6184  
Email [krameaw@dshs.wa.gov](mailto:krameaw@dshs.wa.gov)  
Reference: RFQQ – # 0634-217

Bidder Eligibility: This solicitation is open to those individuals or organizations that satisfy the qualifications stated herein. See the section of this RFQQ entitled **Minimum Qualifications**.

Special Notes: Bidders are responsible to access the RFQQ document through the DSHS procurement web site <http://www1.dshs.wa.gov/msa/ccs/> and are responsible for checking the same site for any future notifications, amendments, etc.

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# 1 INTRODUCTION

## 1.1 PURPOSE OF REQUEST FOR QUALIFICATIONS AND QUOTATIONS

The state of Washington, Department of Social & Health Services, Mental Health Division, hereafter called "MHD," is initiating this Request for Qualifications and Quotations (RFQQ) to solicit proposals from individuals and firms interested in participating on a project to conduct an on-site Quality Review and Risk Assessment of the civil inpatient programs located at Western State Hospital and Eastern State Hospital. This project will be completed in two phases. Phase two is not guaranteed as a result of this RFQQ, but is subject to the approval of the MHD Director.

## 1.2 BACKGROUND

The Division of Mental Health Services (MHD) is a component of the Health Services and Recovery Administration of the Department of Social and Health Services of the State of Washington. MHD has an annual budget of approximately \$700 million and supports statewide community mental health services, two adult state psychiatric hospitals, one child and adolescent state psychiatric hospital, and an array of community behavioral health residential services for children and adolescents. Western State Hospital for adults is located near Tacoma and has approximately 700 civil beds. Eastern State Hospital for adults is located near Spokane and has approximately 250 beds. The community mental health system is based on a CMS waiver (1915, B) and consists of 14 Regional Support Networks across the state. The RSNs provide contracted provider networks for direct care services.

The requirements outlined in this RFQQ are based on HRSA/MHD's goal of continuous quality assurance and improvement, health safety, and risk management.

## 1.3 PROJECT SCOPE

The scope and intent of this project is to conduct an on-site quality review and risk assessment of the civil inpatient programs located at Western State Hospital and Eastern State Hospital.

The work will be completed in two phases:

- Phase 1 will consist of conducting the Quality Review and Risk Assessment at Western State Hospital with resulting deliverables. If the Bidder's performance is satisfactory upon completion of this phase, the project will continue upon the approval of the MHD Director which will be made no later than 60 days following the acceptance of the final report for Phase 1.
- Phase 2 will consist of conducting the Quality Review and Risk Assessment at Eastern State Hospital with resulting deliverables. Phase 2 is not guaranteed by the execution of a contract as a result of this procurement, but is subject to the approval of the MHD Director.

The Scope of the Quality Review shall include:

- Review the admission and discharge procedures of the hospital and related community regional support networks/providers.
- Review ward configuration relative to mission, acuity, and length of stay.
- Review the operations of treatment teams, to include adherence to the principles of active treatment and length of stay.
- Review psychosocial rehabilitations standards, operations, and integration with individual treatment plans.
- Review staff to patient ratios based on a standard provided by the State of Washington, as well as standards recommended by the lead consultant and agreed to by the State.
- Review and comment on the quality of the medical records system.
- Review and comment on the management of polypharmacy, if any.
- Review and comment on the use and frequency of the techniques of restraint and seclusion, staff training, and staff/patients injuries.
- Review and comment on the organizational structure of the hospital.
- Review and comment on staff training, support, and work culture.
- Review and comment on any relevant matter deemed appropriate by the consultant and agreed to by the State.
- On-site consultation work must be a minimum of four full days, including second and third shift review as mutually agreed between the consultant and the State.

#### 1.4 PROJECT DELIVERABLES

For each phase of this project, the Successful Bidder shall be responsible for submitting the following draft reports and a final report (deliverables):

- Minimum of four full days on site for the lead position and team members, if any. Additional days for preparation, introduction/exit Conference and additional on-site time to be negotiated.
- Preliminary findings and recommendations via Exit Conference.
- Initial Draft Report due 15 days after the Exit Conference.
- Final Report due 30 days after the Exit Conference.

#### 1.5 MINIMUM QUALIFICATIONS

- The Bidder must be licensed to do business in the State of Washington or obtain a Washington State business license from the Secretary of State.
- Licensed and Board certified psychiatrist: lead position.

- Documented experience conducting quality reviews and risk assessment of state psychiatric facilities.
- Documented experience and knowledge of JCAHO and CMS requirements and standards for accreditation and certification.
- Documented knowledge and experience with community mental health delivery systems as they pertain to admissions and discharges from state psychiatric facilities.
- Note: supportive professional consulting individuals/team members must be licensable in the State of Washington at the discretion of the State of Washington.

Bidders who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

## 1.6 ACQUISITION AUTHORITY

This RFQQ is in compliance with the policies and procedures of the Office of Financial Management (OFM). The legal authority for personal service contracts is established in RCW Chapter 39.29, which appoints the Office of Financial Management (OFM) as the oversight MHD for such contracts. The Office of Financial Management supports efforts to streamline and maximize efficiencies in state government. This RFQQ complies with the policies and procedures of the OFM. Any contract that results from this RFQQ will be filed with OFM as required under the provisions of Chapter 39.29 RCW. No contract required to be so filed is effective and no work shall be commenced nor payment made until ten (10) working days following the date of filing, and, if required, until approved by OFM. In the event OFM fails to approve the contract, the contract shall be null and void.

The evaluation process is designed to award the contract not necessarily to the Bidder of least cost but rather to that Bidder with the best combination of attributes based upon the evaluation criteria, with the best value. MHD is seeking the highest quality review and risk assessment that can be delivered by the required due date.

## 1.7 NON-ENDORSEMENT

As a result of the selection of a Bidder to perform the services for the MHD, the MHD is neither endorsing nor suggesting that the Bidder's product is the best or only solution. The Bidder agrees to make no reference to the MHD in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the MHD.

## 1.8 ADA

The MHD complies with the Americans with Disabilities Act (ADA). Bidders may contact the RFQQ Coordinator to receive this document in Braille or on tape.

## 1.9 NONDISCRIMINATION

No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any

program provided by this contract because of race, color, creed, marital status, religion, sex, sexual orientation, national origin, Vietnam Era or disabled veterans status, age, the presence of any sensory, mental or physical disability, or political affiliation or belief. The prohibition against discrimination in employment shall not apply if the particular disability prevents the individual from performing the essential functions of his/her position, with reasonable accommodations.

#### **1.10 DEFINITIONS**

See **EXHIBIT A, DEFINITIONS**, for the meaning of certain terms used in this RFQQ.

## 2 GENERAL INFORMATION

### 2.1 PROCUREMENT CONTACT INFORMATION

Upon release of this Request for Qualifications and Quotations (RFQQ), all communications concerning this RFQQ must be directed to the RFQQ Coordinator listed on the cover page of this RFQQ. The RFQQ Coordinator is the sole point of contact in the MHD for this procurement.

Contact the RFQQ Coordinator by email if you have any questions or concerns related to any portion of this RFQQ. Any other communication will be considered unofficial and non-binding on the MHD. Bidders are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator will have no legal bearing on this RFQQ and may result in disqualification of the Bidder.

Please contact the RFQQ Coordinator if you have any questions or concerns.

### 2.2 PROCUREMENT SCHEDULE

The Procurement Schedule outlines the tentative schedule for important action dates and times. The MHD reserves the right to revise this schedule at any time and will post any amended schedules on the DSHS Procurement website.

Procurement Schedule – all times are Pacific Daylight Savings Time.

Item	Action	Date
1	Issue RFP – available for download from Procurement Web Site	May 22, 2006
2	Proposal Submission Due by 3:00 PM	June 13, 2006
3	Proposal Evaluation	June 16 - June 21, 2006
4	Notify Apparently Successful Bidder (ASB)	June 23, 2006
5	Notify Unsuccessful Bidders	June 23, 2006
6	Begin Contract Negotiations	June 23, 2006
7	Bidder's Request for Debriefing Due by 3:00 PM	June 28, 2006
8	Hold Debriefing Conferences (optional to Bidder's)	June 29 – June 30, 2006
9	Bidders' Protest Due	July 10, 2006
10	Signed Contracts due back from ASB	July 11, 2006
11	File with OFM	July 12, 2006
12	Contract Execution	July 27, 2006
13	Begin work	July 27, 2006

### 2.3 ACCEPTANCE OF RFQQ TERMS

A Proposal submitted in response to this RFQQ shall be considered a binding offer. Acknowledgement of this condition shall be indicated by signature of an officer of the Bidder legally authorized to execute contractual obligations by submitting with the Proposal a signed **BIDDER INFORMATION, CERTIFICATES AND ASSURANCES FORM** attached hereto as **EXHIBIT B**.

## 2.4 CONTRACT

The MHD intends to award **one contract** to provide the services described in this RFQQ. The Apparently Successful Bidder will be expected to sign a contract with the MHD that is substantially in agreement with the sample contract shown in **EXHIBIT C**.

The period of performance of any contract resulting from this RFQQ is tentatively scheduled for July 27, 2006 to June 30, 2007. Amendments extending the period of performance, if any, shall be at the sole discretion of the MHD.

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Bidders should familiarize themselves with the requirements prior to submitting a Proposal.

## 2.5 WRITTEN REPRESENTATIONS

Proposals should be based on the material contained in this RFQQ and any related amendments.

### 2.5.1 EXHIBITS AND APPENDICES

Exhibits to this RFQQ are:

**EXHIBIT A - DEFINITIONS**

**EXHIBIT B - BIDDER INFORMATION, CERTIFICATIONS AND ASSURANCES FORM**

**EXHIBIT C - SAMPLE CONTRACT**

**EXHIBIT D – CHECKLIST FOR RESPONSIVENESS**

You should be sure that you have downloaded a complete copy of this RFQQ and all attached exhibits, as listed above. The procurement documents can be accessed at <http://www1.dshs.wa.gov/msa/ccs/> . If you are unable to download the documents, you should contact the RFQQ Coordinator.

It is not a ground for protest if your copy of this RFQQ should be missing any exhibit or pages of the RFQQ.

## 2.6 ADMINISTRATIVE REQUIREMENTS

### 2.6.1 COSTS TO PROPOSE

The MHD will not be liable for any costs incurred by the Bidder in preparation of a proposal submitted in response to this RFQQ, in conduct of a presentation, or any other activities related to responding to this RFQQ.

### 2.6.2 SIGNATURES

The Letter of Submittal and the Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.



### 2.6.3 REVISIONS TO THE RFQQ

The MHD reserves the right, at any time before execution of a contract, to revise all or a portion of this RFQQ and/or to issue amendment(s) to the RFQQ. If there is any conflict between amendments or between an amendment and the RFQQ, whichever document was issued last in time shall be controlling.

Amendments will be posted on the DSHS Procurements Web site, if applicable. It is incumbent on the Bidder to visit the DSHS Procurement web site <http://www1.dshs.wa.gov/msa/ccs/> in order to receive any and all notifications and amendments.

The MHD reserves the right to cancel or to reissue the RFQQ in whole or in part, prior to execution of a contract.

### 2.6.4 RESPONSE REJECTION

The MHD also reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQQ.

### 2.6.5 RESPONSIVENESS

A **CHECKLIST FOR RESPONSIVENESS** is attached as **EXHIBIT D** to assist the Bidder in preparing the proposal. Proposals that do not address all areas requested by this RFQQ may be deemed non-responsive and may not be considered for a possible contract resulting from this RFQQ. All responses, as well as any reference material presented must be written in English.

All proposals will be reviewed by the RFQQ Coordinator to determine compliance with the requirements and instructions specified in this RFQQ. The Bidder is specifically notified that failure to comply with any part of the RFQQ may result in rejection of the proposal and therefore deem the proposal non-responsive. The MHD also reserves the right, however, at its sole discretion to waive minor administrative irregularities and or informalities.

### 2.6.6 MOST FAVORABLE TERMS

The MHD reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Bidder can propose. There will be no best and final offer process. The Bidder should be prepared to accept this RFQQ for incorporation into a contract resulting from this RFQQ. Contract negotiations may incorporate some or all of the Bidder's proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to the MHD.

### 2.6.7 OBLIGATION TO CONTRACT

The MHD and the State of Washington are not obligated to contract for the services specified in this RFQQ. The MHD reserves the right to retract this RFQQ in whole, or in part, at any time without penalty.

## 2.6.8 SINGLE RESPONSE

A single response (e.g., a response from only one responder) to the RFQQ may be deemed a failure of competition and, at the sole option of the MHD, the RFQQ may be canceled. Alternatively, the MHD may choose to name the single responder as the ASB.

## 2.7 RESPONSE PREPARATION REQUIREMENTS

### 2.7.1 RESPONSE REQUIREMENTS

#### 2.7.1.1 MANDATORY REQUIREMENT

A mandatory requirement (MR) is an essential MHD need that must be met by the Bidder. Mandatory requirements are scored as pass or fail. The MHD may eliminate from the evaluation process any Bidder not fulfilling all mandatory requirements or not presenting an acceptable alternative.

Failure to meet a mandatory requirement is grounds for disqualification and shall be established by any of the following conditions:

- The Bidder states that a mandatory requirement cannot be met.
- The Bidder fails to include information requested by or necessary to substantiate that a given mandatory requirement has been met. Supplemental material may be referenced, but the answer must be complete in itself. An answer of “will comply” is not sufficient substantiation.
- The Bidder presents the information requested by this RFQQ in a manner inconsistent with the instructions stated by any portion of this RFQQ.

#### 2.7.1.2 SCORED REQUIREMENTS

A scored requirement (SR) is an essential MHD need that must be met by the responder. Bidders are required to respond to all scored requirements. Because scored requirements represent the minimum level the MHD will accept; they are evaluated and scored on a scale as defined in the RFQQ Section entitled Evaluation Points.

Evaluations are based only upon the quality of the response to this RFQQ document. Evaluators will be instructed to score only upon the content of the response and not upon any knowledge obtained through prior experience with the Bidder or with Bidder presentations and documentation provided prior to the release of this document.

It is in the Bidder’s best interest, therefore, to be thorough and fully responsive in preparing its solutions (answers) to these requirements. Failure of the Bidder to respond to any one scored requirement will result in the Bidder receiving a score of zero (0) or no score for that part of their response.

A scored requirement will receive zero (0) if the Bidder fails to include documents or references requested.

#### *2.7.1.3 ANSWERS TO ALL SUBSECTIONS REQUIRED*

An answer should be provided for every item indicated with an MR or SR. Failure to provide an adequate answer to any such subsection that requests information or solicits an answer may cause the proposal to be deemed non-responsive and be disqualified from the evaluation process.

#### *2.7.1.4 RESTATEMENT OF RFQQ REQUIREMENTS*

Responses must provide answers to the RFQQ requirements by reiterating the number and text of the requirement in sequence and providing answers immediately following each requirement. To assist in the evaluation process, each answer should start on the same page as the requirement and should be followed with a page break.

### **2.7.2 PROPOSAL SUBMISSION FORMAT**

Submit one binder marked "Original" with Bidder's name and four (4) copies of your proposal. In addition, include one soft copy in Microsoft Word 2000 file format or Microsoft Excel 2000 file format if appropriate on a portable media or electronic readable media (Compact Disc (CD-ROM) or 3.5" diskette) with a label on the CD or diskette identifying your name and RFQQ reference number as shown on the cover page of this RFQQ. Clearly mark your response to the attention of the RFQQ Coordinator and with the RFQQ reference number as shown on the cover page to this RFQQ. In the event of a discrepancy between the proposal submitted on disk and the hard copy, the hard copy will prevail.

The paper copy of the proposals must be on standard eight and one-half by eleven inch (8 ½" x 11") white paper. A font size not less than 12 point must be used. Proposals must be submitted in three-ring binders with tabs separating the major sections of the Proposal (see section 3 of this RFQQ. Be sure to include your name on the front cover or title page of each binder. Identify each copy of your proposal by including Proposal to RFQQ reference number as shown on the cover page of this RFQQ; the title of this RFQQ, and your name on the front cover.

Responses to each question or request for information in the proposal must appear in the order presented in this RFQQ with the same headings used herein. This will not only be helpful to the evaluators of the proposal, but should assist the Bidder in preparing the response.

### **2.7.3 DELIVERY OF PROPOSAL TO MHD**

Bidders mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFQQ Coordinator. Bidders assume the risk for the method of delivery chosen. The MHD assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile transmission. The proposal, whether mailed or hand delivered, must arrive at the MHD, at the address, date and time indicated on the cover page to this RFQQ.

Late proposals will not be accepted and will be automatically disqualified from further consideration. Proposals submitted by fax or email will not be accepted and will be considered non-responsive. All proposals and any accompanying documentation become the property of the MHD and will not be returned.

#### 2.7.4 ACCEPTANCE PERIOD

The Bidder must certify in writing that all Bidder response terms, including prices, will remain in effect for a minimum of one-hundred-eight (180) days after the response due date and continue through the term of the contract. Exhibit B – Bidder Information, Certifications and Assurances Form is provided for certification purposes and must be completed and filed as a part of the Bidder's Financial/Contractual Response. Proposals providing less than the required number of days for acceptance by the MHD will be considered non-responsive and will be rejected.

#### 2.7.5 ERRORS AND OMISSIONS IN PROPOSAL

The MHD will not be liable for any errors or omissions in the Bidder's proposal. Bidders will not be allowed to alter or supplement their proposal documents after the proposal due date unless the alterations are the result of a request by the MHD as noted below.

The MHD reserves the right to make corrections or amendments to the response due to errors identified by the MHD. This type of amendment will only be allowed for such errors as typing, transposition, omission, or any other obvious error. Any changes will be date and time stamped and attached to responses. All changes must be coordinated in writing with, authorized by, and made by the RFQQ Coordinator.

#### 2.7.6 WITHDRAWAL OF PROPOSALS

Bidders may withdraw a proposal that has been submitted at any time up to the proposal due date and time. To accomplish this, a written request signed by an authorized representative of the Bidder must be submitted to the RFQQ Coordinator. After withdrawing a previously submitted proposal, the Bidder may submit another proposal at any time up to the closing date and time.

### 2.8 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of the MHD.

In order to protect the integrity of the contracting process which is a vital state interest, all proposals shall remain confidential and will not be disclosed until after award and signing of the contract. It is the MHD's duty to conduct the state's business in such a way as to protect the public. In order to so protect, the MHD will not disclose bids before a contract is signed. This will ensure fair competition without undue advantage to any bidder leading to private gain and public loss. Thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 to .340, "Public Records."

Any information in the proposal that the Bidder desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.17.250 to .340 must be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Proprietary Data" printed on the lower right hand corner of the page. Each page so identified must include a statement of the basis for such claim of exemption or the particular exception from disclosure upon which the Bidder is making the claim.

The MHD will consider a Bidder's request for exemption from disclosure; however, the MHD will make a decision predicated upon applicable laws. The Bidder must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Bidder has been given an opportunity to seek a court injunction against the requested disclosure.

Marking the entire proposal exempt from disclosure will not be honored and will, in fact, be grounds for disqualification from the evaluation process.

The MHD's sole responsibility shall be limited to maintaining the above data in a secure area and to notify bidder of any request(s) for disclosure within a period of five (5) years from date of award. Failure to so label such materials or failure to provide a timely response after notice of request for public disclosure has been given shall be deemed a waiver by the bidder of any claim that such materials are, in fact, so exempt. Confidentiality is available only to the limited extent allowed in state law. The MHD may choose to disclose despite information being marked as confidential.

A charge will be made for copying and shipping, as outlined in RCW 42.17.300. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFQQ Coordinator is required. All requests for information should be directed to the RFQQ Coordinator.

## 2.9 MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES PARTICIPATION

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW the State of Washington, Department of Social & Health Services encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or as a subcontractor to a Bidder. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. Bidders may contact OMWBE at 360-753-9693 to obtain information on becoming certified and/or regarding certified firms for potential subcontracting arrangements.

Voluntary numerical MWBE participation goals may be established for the contract that will result from this RFQQ. Participation will be tracked by the MHD.

Proposals that meet any of the following criteria shall be considered responsive to this goal:

- The Bidder submitting the proposal is owned and operated by minorities or women and has been certified by the Washington State Office of Minority and Women's Business Enterprises. Proof of certification must accompany the proposal.
- The Bidder will commit to subcontracting a minimum of ten percent (10 percent) of the contracting amount with a minority-owned business and/or four percent (4 percent) of the

contracted amount with a woman-owned business. The subcontractor(s) must be identified in the Bidder's proposal and be certified by the Washington State Office of Minority and Women's Business Enterprises. Proof of certification must accompany the proposal.

If a minority or woman-owned business becomes certified during the period of this contract, the Bidder will be required to report such certified minority or women-owned firms to the MHD.

## **2.10 COLLECTIVE BARGAINING AGREEMENT**

Bidders are advised that the MHD may have collective bargaining agreements with a labor union that may prohibit the MHD from hiring former employees for a period of time. Thus Bidders who could be impacted by this should be aware that although they could be classified as a successful Bidder the MHD may not be able to enter into a contract with them.

## **2.11 INSURANCE COVERAGE**

The ASB must comply with the insurance requirements identified in the sample contract attached hereto as **EXHIBIT C**. The Bidder shall, at its own expense, obtain and keep in force liability insurance during the term of the contract. The Bidder shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the MHD within fifteen (15) days of receipt of notice of award.

## 3 Proposal Contents

### 3.1 FINANCIAL/CONTRACTUAL PROPOSAL (SECTION 1 OF PROPOSAL BINDER)

This section sets forth the requirements for the Financial/Contractual Response. The Bidder must respond to all items designated (MR) or (SR).

#### 3.1.1 LETTER OF SUBMITTAL (MR)

Bidders must provide a Letter of Submittal on Bidder's official business letterhead stationery. The letter must be included as the first page of this section. The letter must be signed and dated by an individual with full authority to legally bind the entity submitting the response to this RFQQ. Signing the submittal letter indicates that the Bidder accepts the terms and conditions of this RFQQ and that the Bidder acknowledges and agrees to all of the rights of MHD including the rules and procedures, terms and conditions and all other rights and terms specified in this RFQQ, including any amendments.

The Bidder's Letter of Submittal must include the following:

- Name, address, principal place of business, telephone number, fax number, and e-mail address of legal entity or individual with whom contract would be written;
- The name of your contact person for this RFQQ;
- The location of the facility from which the Bidder would operate.
- A detailed list of all materials and enclosures included in your Proposal;
- A list of all RFQQ amendments downloaded by the Bidder from the MHD Procurements Web site, if applicable, and listed in order by amendment number and date. If there are no RFQQ amendments, include a statement to that effect;
- Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary or Confidential" Information; and
- Briefly address how the Bidder meets or exceeds the minimum requirements.

#### 3.1.2 BIDDER INFORMATION, CERTIFICATES AND ASSURANCES FORM (MR)

Provide a completed **BIDDER INFORMATION, CERTIFICATES AND ASSURANCES FORM - EXHIBIT B**, signed by an authorized representative of the Bidder.

#### 3.1.3 CONTRACT ACCEPTANCE (MR)

As stated in the RFQQ Section entitled Contract, the ASB is expected to enter into a contract that is substantially in agreement with the sample contract shown in **EXHIBIT C**. Bidder must identify, by paragraph number, those contract paragraphs that it wishes to modify, and show the suggested modifications. Although the modifications may not necessarily be accepted by the MHD, they will be the only ones that will be subject to discussion during contract negotiation. The MHD reserves the right to open other paragraphs for discussion and only the MHD can exercise this right.

***Bidders must indicate agreement with this section and identify any contractual issues and suggested modifications.***

### 3.1.4 IDENTIFICATION OF COSTS (SR)

In this section of the proposal, the Bidder is to identify all costs including expenses to be charged for performing the tasks necessary to accomplish the objectives of the contract for each phase. The Bidder is to submit a fully detailed budget including staff costs and any non-labor expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Bidders are required to collect and pay Washington State sales tax, if applicable.

The cost proposal must be based on the deliverables and scope of work, and broken out for each phase of the project. It must reflect all costs associated with meeting the requirements and services listed in the RFQQ and being offered by the Bidder as part of the Bidder's response.

Bidder must quote a separate fee for each phase of the project. Evaluation of the cost proposal will be based upon the total fee for the project in accordance with the scoring section.

Prices quoted shall remain fixed for the duration of the contract executed as a result of this RFQQ.

### 3.1.5 TERMINATION OF ASSIGNED STAFF (MR)

MHD may, with one (1) working day written notice, request immediate replacement of a member of Bidder staff assigned to this project.

***Bidder must acknowledge and agree to the above condition.***

### 3.1.6 CONTRACT PERFORMANCE (MR)

The response for each of the following two items must either indicate that no such terminations occurred in the five (5) years prior to due date of this procurement or, if such terminations have occurred, provide full details regarding such termination. Details must include a summary of the problem; the other party's name, address, and telephone number; the Bidder's or subcontractor's position on the matter; and the ultimate disposition of the matter. By providing the information required the Bidder authorizes the MHD to contact the listed entities regarding contract performance. The MHD will evaluate the facts and may, at its sole discretion, reject the Bidder's response if the facts discovered indicate that completion of a contract resulting from this procurement may be jeopardized by selection of the Bidder.

#### 3.1.6.1 TERMINATION FOR DEFAULT (MR)

Termination for default is defined as notice to stop performance due to the Bidder's or subcontractor's nonperformance or poor performance and the issue was either (a) not litigated due to (1) inaction on the part of the Bidder or subcontractor or (2) settlement or (b) litigated and such litigation determined the Bidder or subcontractor to be in default.

#### 3.1.6.2 EARLY TERMINATIONS (MR)

Describe all contracts of the Bidder or subcontractor which, in the last five (5) years, were terminated prior to the expiration dates, wherever such agreements were subject to settlement agreements and describe the reasons for such early termination.



### 3.2 QUALITY REVIEW AND RISK ASSESSMENT PROPOSAL (SECTION 2 OF PROPOSAL BINDER)

This section sets the requirements for the Bidder's response. The Bidder must respond and provide detail information for all items designated mandatory requirements (MR) and scored requirements (SR). Evaluator's scores will be based on the content of these responses.

The response must provide sufficient information for each designated item to enable the evaluators to judge the quality of the response. Scores will be awarded based upon the content of the answers of each individual designated item.

#### 3.2.1 EXECUTIVE SUMMARY (SR)

The executive summary should describe the Bidder's response in terms of project approach, perspective, staffing, skill levels, and overall Work Description. It should demonstrate that the Bidder understands the scope and objectives of the project.

The Bidder should describe the specific components of this project outlined in the sections of this RFQQ entitled Project Scope and Project Deliverables that the MHD believes must be addressed for the project to be successful. In short, explain why MHD should select your proposed solution. This summary should give the reader a strong general overview of the Bidders ability to accomplish the objectives and complete the deliverables in the time required.

***Scores for this section will be based upon, but not limited to, the degree to which the executive summary demonstrates that the Bidder understands MHD's needs and is consistent with the goals and objectives of the project, the degree to which the work description addresses the components of the project scope and description of project deliverables demonstrating the Bidder's understanding of the skills and resources required to successfully accomplish the objectives of the project and assure timely completion of deliverables.***

#### 3.2.2 PROJECT ORGANIZATION (SR)

##### 3.2.2.1 STAFFING, QUALIFICATIONS AND SKILLS (SR)

This section discusses project organization and the knowledge, skills, abilities, and experience of the proposed team members and identifies specific requirements for certain individuals.

- Provide a description of the proposed project staffing/organization and how the team will be managed during the course of the project, including any subcontractors.
- State the name, the title or position, and telephone number of the individual who would have primary responsibility for the project resulting from this RFQQ. Disclose who within the firm will have prime responsibility and final authority for the work under the proposed contract. Name other individuals providing service on the project.
- Identify responsibilities and qualifications of staff who will be assigned to the potential contract and the amount of time each will be assigned to the project. Provide resumes' for the named staff, which includes information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. MHD will expect the ASB to staff the project with the individuals described in the response. Any changes to such staffing will be subject to MHD approval. The

Bidder must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the MHD.

***Scores for this section will be based upon, but not limited to, the soundness of the proposed team members roles and responsibilities, the overall viability of the proposed approach, and the degree to which the proposed staffing approach optimizes the ability to complete the project in the time necessary, and reflects a willingness/ability to partner with MHD. NOTE: The MHD expects the project to be staffed by the individuals proposed in the Bidder's response.***

### 3.2.2.2 CONTINUITY OF PERSONNEL (SR)

Describe the Bidder's policies, plans, and intentions regarding maintaining continuity of personnel assignments throughout the performance of any contract resulting from this procurement. Address how availability of any of the proposed staff for this project could be impacted from existing contracts to which they are currently assigned or from other potential contracts for which they are proposed. Where such cases exist, identify the priority the MHD would have in cases of conflict. Discuss the Bidder's plans to avoid and minimize the impact of staff changes. Identify planned back-up staff assignments.

The contract resulting from this procurement will require that any change in key staff (as identified in Bidder's response to this procurement) will be subject to prior MHD acceptance. The contract will also provide that the MHD may request that Bidder remove selected staff on one (1) day's notice and provide replacement staff without impacting the schedule.

***Scores for this section will be based upon, but not limited to, the Bidder's demonstrated commitment to continuity of project staff and the Bidder's ability to maintain staff quality should a change in staff be unavoidable.***

### 3.2.3 EXPERIENCE OF THE BIDDER (SR)

Bidders and their key team members must have conducted a minimum of three (3) successful projects. At least one of the projects must have been of similar scope and complexity.

The criteria for the Quality Review and Risk Assessment include but are not limited to the following:

- Documented experience conducting quality reviews and risk assessment of state psychiatric facilities.
- Documented experience and knowledge of JCAHO and CMS requirements and standards for accreditation and certification.
- Documented knowledge and experience with community mental health delivery systems as they pertain to admissions and discharges from state psychiatric facilities.
- Knowledge of and experience with constitutional construction of patient right to treatment and protection from harm.

- Knowledge of and experience with quality reviews of inpatient treatment term operations, active treatment, and patient acuity.
- Knowledge of and experience with quality reviews of polypharmacy treatment plans.
- Knowledge of and experience with quality reviews of the use of restraint and seclusion techniques, training, and utilization.
- Comparative knowledge of “length of stay” data for similar facilities.
- Knowledge of and experience with models of the organizational structure of state psychiatric facilities.
- Knowledge of and experience with staffing ratios for high quality inpatient services based on individual need and acuity.
- Knowledge of and experience with psychosocial rehabilitation services and models in hospital and community settings.
- Demonstrated relevant experience providing quality review and consultation services in other state psychiatric hospitals.

Note: supportive professional consulting individuals/team members must be licensable in the State of Washington at the discretion of the State of Washington.

Present an in-depth discussion of the Bidder’s specific experience in the performance of completed projects to conduct a quality review and risk assessment that meet the criteria of this RFQQ. Clearly describe the scope and scale of those projects. Describe why your experience positions your firm as the best candidate for this project. The desired format for an experience matrix is below.

Project Name:
Start and End Date:
Customer and Type of Business:
Project Description, Role of Firm, and End Result:
Proposed Team Members Who Were Involved in the Project:
List Subcontractors and Describe Their Involvement with the Project:

***Scores for this section will be based upon, but not limited to, the degree to which the Bidder and proposed subcontractors demonstrate direct experience with all aspects of projects of similar scope and complexity. Importance is given to the specific role the Bidder has performed, as well as the scope and complexity of the projects in which the Bidder has participated. Both depth and breadth of experience is important.***

## 4 Evaluation and Contract Award

### 4.1 EVALUATION PROCESS

Evaluation will be based only upon information provided, or associated, with the Bidder's response. In light of this requirement, Bidders should take every precaution to assure that references can answer all pertinent questions posed of them and that answers to RFQQ requirements are complete.

#### 4.1.1 PROPOSAL REVIEW BY RFQQ COORDINATOR

Proposals will be evaluated strictly in accordance with the requirements set forth in this RFQQ and any amendments that may be issued. All proposals will be reviewed by the RFQQ Coordinator for completeness and compliance with the administrative requirements and instructions specified in this RFQQ. Responsive proposals will advance to the evaluators for individual scoring. Proposals that fail to provide specific information to adequately describe their response to any question contained in this RFQQ will be deemed non-responsive and may be rejected. A response of "will comply" or "meets requirement" is not sufficient and will be deemed non-responsive. The RFQQ Coordinator or a designated evaluation team member may contact the Bidder for clarification of any portion of the Bidder's proposal. Only proposals meeting the requirements will advance for further evaluation. If all responding Bidders fail to meet any single mandatory item, MHD reserves the following options:

- Cancel the RFQQ
- Delete the mandatory item

#### 4.1.2 POINTS OF CLARIFICATION

While MHD reserves the right to contact Bidders for clarification, Bidders should not assume that deficient answers will result in clarification requests. **The right of clarification is not a Bidder's right, it is MHD's right and MHD expects to be very stringent in the exercise of this right.**

#### 4.1.3 REFERENCE CHECKS

The MHD reserves the right to obtain information concerning the proposal pertinent to this RFQQ from any and all sources, and to consider such information in evaluating the responses and selecting the ASB.

#### 4.1.4 AWARD BASED ON MULTIPLE FACTORS

The evaluation process is designed to award the contract to the Bidder whose proposal best meets the requirements of this RFQQ. The final selection, if any, will be based upon the evaluation committee's recommendation after analysis of the response and cost elements of the proposal.

## 4.2 EVALUATION, SCORING AND CRITERIA

### 4.2.1 INITIAL SCREENINGS QUALITATIVE REVIEW AND SCORING

Responses that pass the Administrative Screening will be evaluated and scored based upon Bidder's answers to the specific requirements of the RFQQ. The evaluators will consider how well the Bidder's proposed solution meets the requirements. It is important that the responses be clear and complete, so that the evaluators can adequately understand all aspects of the proposal.

### 4.2.2 OVERALL SCORE DETERMINATION:

The following points/weights will be assigned to the proposal for evaluation purposes:

Financial/Contractual Proposal	40 points
Quality Review & Risk Assessment Proposal	60 points
<b>Total for Written Proposals</b>	<b>100 points</b>

The responses will be evaluated strictly in accordance with the requirements set forth in this RFQQ and any amendments thereto.

### 4.2.3 EVALUATION POINTS

The evaluation will be based only upon the response and not upon the evaluator's external experience with, or perception of, the Bidder.

Each scored item will be awarded points by each evaluator. Points will be assigned based upon the evaluator's interpretation of the effectiveness and efficiency of the Bidder's response to each requirement. In addition to the point score assigned (see listing below) each scored item is assigned a weighting value. The score of the evaluators will be multiplied by the weighting to give the weighted score.

The evaluators will score independently of each other. Upon completion, the scores will be given to the RFQQ Coordinator. Scoring will be based upon a scale of zero (0) to four (4), with those scores being defined as follows:

0	Failing	Feature or capability is non-responsive or clearly inadequate to that which is average.
1	Below Average	Feature or capability is substandard to that which is average.
2	Average	This is the baseline score for each item with adjustments based upon the evaluator's interpretation of the Bidder's response.
3	Above Average	Feature or capability is better than that which is average.
4	Exceptional	Feature or capability is clearly superior to that which is average.

#### 4.2.4 EVALUATION TEAMS

##### 4.2.4.1 *QUALITY REVIEW AND RISK ASSESSMENT SCORE*

The evaluation of proposals shall be accomplished by individual evaluators, to be designated by the MHD, which will determine the proposal most responsive to the requirements stated in this RFQQ. The RFQQ Coordinator will not serve as an evaluator, but may develop information for presentation to the evaluators. Proposals will be evaluated strictly in accordance with the requirements set forth in this RFQQ and any amendments that are issued. The evaluations will progress independently of each other.

##### 4.2.4.2 *FINANCIAL/CONTRACTUAL SCORE*

The final score for the financial/contractual evaluation will be computed by dividing the lowest responsive net financial cost by the Bidder's net financial cost. The result of these calculations will be multiplied by the overall financial points available. See the example below:

**Example:** A total point for cost section equals 25

Lowest bid = \$20,000

Bidder's bid = \$25,000

\$20,000 divided by \$25,000 = 0.80

0.80 times 25 points possible = 20 points for the cost proposal

#### 4.2.5 RFQQ FINAL SCORE COMPILATION

The final score shall be computed by adding the sum of the weighted individual scores of the Quality Review & Risk Assessment with the Financial/Contractual scores.

#### 4.3 CONTRACT AWARD

##### 4.3.1 SELECTION OF APPARENT SUCCESSFUL BIDDER

The evaluation process is designed to award the contract not necessarily to the Bidder of least cost but rather to that Bidder with the best combination of attributes based upon the evaluation criteria, with the best value. The MHD is seeking the highest standard for the Quality Review and Risk Assessment that can be delivered in the required time frame. The RFQQ Coordinator will review the final scores and recommend to MHD management the ASB based upon the above criteria.

##### 4.3.2 NOTIFY APPARENTLY SUCCESSFUL BIDDER

The MHD will notify the ASB on or about the date and time specified in the Procurement Schedule of their selection by written notice via mail, e-mail and/or fax. The MHD will notify separately the Unsuccessful Bidders on or about the date and time specified in the Procurement Schedule of their non-selection by written notice via mail, e-mail and/or fax.

### 4.3.3 EXECUTION OF THE CONTRACT

If you are the ASB, you will be expected to sign a contract with the MHD and any subsequent amendments that may be required to address specific work or services as needed. A sample contract is attached as **EXHIBIT C** including the MHD's General Terms and Conditions.

In no event is a Bidder to submit its own standard contract terms and conditions as a response to this RFQQ. The Bidder may submit exceptions or modifications that their firm may have to the proposed terms and conditions as allowed in this RFQQ. The MHD will review requested exceptions and accept or reject the same at its sole discretion.

The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiation of the final contract.

#### 4.3.3.1 *RESPONSE PART OF CONTRACT*

The general conditions and specifications of this RFQQ and the ASB's response may become part of the contract. Additionally, the MHD may choose to verify any or all Bidder representations that appear in the response. Failure of the Bidder to produce results promised in the response, or in actual use may result in elimination of the Bidder from the evaluation process or in contract cancellation or termination.

#### 4.3.3.2 *NEGOTIATION*

The MHD reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this RFQQ and the terms of your proposal.

If you fail or refuse to sign the contract or any subsequent amendment within ten (10) business days of delivery to you, the MHD may elect to cancel the award and may award the contract to the next-highest ranked finalist.

#### 4.3.3.3 *SUBCONTRACTS*

Any subcontracts necessary to perform the contract shall be subject to the prior written approval of the MHD.

#### 4.3.3.4 *CONTRACT AMENDMENT*

Additional services that are appropriate to the scope of this RFQQ, as determined by the MHD, may be added to the resulting Contract by a written amendment mutually agreed to and executed by both parties.

## 4.4 DEBRIEFING AND PROTEST PROCEDURES

### 4.4.1 BIDDER DEBRIEFING CONFERENCE

Bidders who submitted a proposal that was not selected will be given the opportunity for a debriefing conference. The RFQQ Coordinator must receive the request for a debriefing conference within three (3) business days after the Notification of Unsuccessful Bidder letter is

provided to the Bidder via mail, e-mail or fax. The debriefing must be held within three (3) business days of the request.

Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour. Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of your proposal;
- Critique of your proposal based on evaluators' comments; and
- Review of your final score in comparison with other Bidders' final scores without identifying the Bidders.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Identification of the other Bidders, their proposals or evaluations will not be allowed.

#### 4.4.2 PROTEST PROCEDURE

##### 4.4.2.1 ADMINISTRATIVE REMEDY

Protests may be made only after the MHD has sent notification to the ASB and to the unsuccessful bidders. In order to submit a protest under this RFQQ, a Bidder must have submitted a Proposal for this RFQQ, and have requested and participated in a debriefing conference. It is the sole administrative remedy available within the MHD.

##### 4.4.2.2 GROUNDS FOR PROTEST

A protest may be made based on these grounds only:

- Arithmetic errors were made by the MHD in computing the score;
- The MHD failed to follow the procedures established in this RFQQ document, or to follow applicable State or federal laws or regulations; or
- Bias, discrimination, or conflict of interest on the part of an evaluator.

##### 4.4.2.3 PROTEST FORM AND CONTENT

A protest must state all of the facts and arguments upon which the protest is based, and the grounds for your protest. It must be in writing and signed by a person authorized to bind the Bidder to a contractual relationship. At a minimum, the protest must include:

- The name of the protesting Bidder, mailing address and phone number, and the name of the individual responsible for submission of the protest;
- The RFQQ number and name of the issuing MHD;
- A detailed and complete statement of the specific action(s) by the MHD under protest;
- The grounds for the protest;
- Description of the relief or corrective action requested.

You may attach to your protest any documentation you offer to support your protest.



#### 4.4.2.4 SUBMITTING A PROTEST

Your protest must be in writing and must be signed. You must mail or hand deliver your protest to the RFQQ Coordinator using the same mailing or delivery address provided in this RFQQ for submitting your proposal. ***Protests may not be submitted by fax or email.*** The MHD must receive the written protest within five (5) business days after the debriefing conference.

#### 4.4.2.5 PROTEST PROCESS

The RFQQ Coordinator will forward your protest to the MHD designated Protest Coordinator with copies of the following:

- this RFQQ and any amendments,
- your proposal,
- the evaluators' scoring sheets, and
- any other documents showing evaluation and scoring of your proposal.

The MHD will conduct an objective review of your protest, based on the contents of your written protest and the above materials provided by the RFQQ Coordinator.

#### 4.4.2.6 FINAL DETERMINATION

The MHD will send you a written decision within five (5) business days after the MHD receives your protest, unless more time is required to review the protest and make a determination. The protesting Bidder will be notified by the RFQQ Coordinator if additional time is necessary.

The MHD will make a final determination of your protest and will either:

- Find that your protest lacks merit and uphold the MHD's actions;
- Find that any errors in the RFQQ process or in the MHD's conduct did not influence the outcome of the RFQQ, and uphold the MHD's actions; or
- Find merit in the protest and provide options for corrective action by the MHD which may include:
  - That the MHD correct any errors and re-evaluate all proposals affected by its determination of the protest;
  - That the MHD reissue the RFQQ document; or
  - That the MHD make other findings and take such other action as may be appropriate.

If the MHD determines that the protest is without merit, the MHD will enter into a contract with the ASB. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

## 5 Exhibits

### 5.1 EXHIBIT A - DEFINITIONS

The following terms which appear in this RFQQ have the meaning that is defined below for the purposes of this RFQQ:

- **Apparently Successful Bidder (ASB)**: That Bidder whose response is judged to be the best combination of attributes based upon the evaluation criteria. A bidder selected as having submitted a successful proposal, based on the final determination of the MHD management taking into consideration the bidder's final proposal score and which proposals best meet the needs of the MHD. The bidder is considered an "apparently" successful bidder until a contract is finalized and executed.
- **Bidder**: An individual, organization, public or private MHD, or other entity, along with its employees and agents, submitting a proposal in response to this RFQQ. "Bidder" also includes any firm, provider, organization, individual, or other entity performing services under this Contract. It shall also include any Subcontractor retained by Bidder as permitted under the terms of this Contract.
- **Business Days and Hours**: Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific Daylight Savings Time, except for holidays observed by the State of Washington.
- **Contractor**: Individual or Company whose proposal has been selected by MHD's evaluation process and is awarded a formal written contract to provide specific goods and/or services.
- **Key Personnel**: Staff being proposed to do the work under this proposal.
- **MHD**: The Department of Social and Health Services Mental Health Division is the agency of the State of Washington that is issuing this RFQQ.
- **OEM**: Washington State Department Office of Financial Management
- **Proposal**: All material prepared and assembled by a bidder, and which the bidder submits in response to this RFQQ.
- **RCW**: Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute.)
- **Response or Proposal**: A formal "offer" made by the responder submitting the information required by a specific RFQQ.
- **RFQQ Coordinator**: The person named in this RFQQ as the RFQQ Coordinator, or the RFQQ Coordinator's designee within Central Contract Services. The sole point of contact within the MHD regarding this RFQQ for potential bidders and other interested parties.
- **RFQQ**: The Request for Qualifications and Quotations i.e., this RFQQ document. The RFQQ is used as a solicitation document in this procurement, as well as all amendments and modifications thereto. The RFQQ is a documented formal procurement process providing Bidders an equal and open opportunity to compete on MHD contracts.
- **Statement of Work**: A statement of the work or services which the Bidder is to perform under any contract awarded, and which is generally in the form of an exhibit attached to the contract.
- **WAC**: Washington Administrative Code. (All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.)

5.2 EXHIBIT B - BIDDER INFORMATION, CERTIFICATIONS AND ASSURANCES FORM

STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
CENTRAL CONTRACT SERVICES

**BIDDER INFORMATION, CERTIFICATIONS AND ASSURANCES**  
**Request for Qualifications and Quotations (RFQQ) #**

Completion of this Bidder Information form is a mandatory requirement for contracting with the Washington Department of Social and Health Services (DSHS). The certifications and assurances contained herein are a required element of the Proposal.

**Failure to submit this Bidder Information form or any applicable attachments with your proposal may result in your proposal being rejected as nonresponsive.**

**Please Type or Print Legibly:**

Bidder Name: \_\_\_\_\_

Bidder Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person for the Bidder's proposal: \_\_\_\_\_

Check the applicable box and complete the sections identified.

a. The Bidder is an individual and is a:

☐ Sole Proprietor

**You must complete Sections A, B and F.**

b. The Bidder is a partnership and is a :

☐ General Partnership

☐ Limited Partnership

☐ Limited Liability Partnership

**You must complete Sections A, C and F.**

c. The Bidder is a corporation and is a:

☐ For Profit Corporation

☐ Non Profit Corporation

☐ Limited Liability Corporation

**You must complete Sections A, D and F.**

d. The Bidder is a public MHD, governmental entity, or federally recognized tribe ☐

**You must complete Sections A, E and F.**

**Provide additional information on separate sheets as may be required in each section**

## Section A: All Bidders

1. The Bidder's Federal Identification number is: \_\_\_\_\_
2. The Bidder's Washington Uniform Business Identifier (UBI) Number is: \_\_\_\_\_  
To obtain a Washington UBI Number call 360-664-1400.
3. Information concerning the proposed Contract Manager for the Bidder:

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

4. Has the Bidder had a contract or work order terminated for default during the last five years?

☐ Yes ☐ No

If yes, attach a signed statement describing the contract, the circumstances surrounding the termination, and the name, address and telephone number of the other party to the contract. DSHS will evaluate the facts and may, at its sole discretion, reject the Bidder's proposal on the ground of its past performance. For the purpose of this question, "termination for default" means notice was given to the Bidder to stop contract work due to nonperformance or poor performance, and the performance issue was either (a) not contested by the Bidder or (b) litigated, finding the Bidder in default.

5. The Bidder declares that all answers and statements made in the Proposal are true and correct.
6. The Bidder certifies that the prices and/or cost data contained in the Bidder's proposal 1) have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition, and 2) have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract award, except to the extent that the Bidder has joined with other individuals or organizations for the purpose of preparing and submitting a joint proposal or unless otherwise required by law.
7. The Bidder's proposal is a firm offer for a period of 180 days following receipt, and it may be accepted by DSHS without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period. In the case of a protest, the Bidder's Proposal will remain valid for 210 days or until the protest is resolved, whichever is later.
8. In preparing this Proposal, the Bidder and/or the Bidder's employees have not been assisted by any current or former DSHS employee whose duties relate (or did relate) to this procurement and who was assisting in other than his or her official, public capacity.

If there are any exceptions to these assurances or Bidder has been assisted, identify on a separate page attached to this document each such individual by (a) name, (b) current address and telephone number, (c) current or former position with DSHS, and (d) dates of employment with DSHS; and describe in detail the assistance rendered by that individual.

9. The Bidder acknowledges that DSHS will not reimburse the Bidder for any costs incurred in the preparation of this Proposal. All Proposals become the property of DSHS, and the Bidder claims no proprietary right to the ideas, writings, items or samples.

10. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will incorporate a Statement of Work and General Terms and Conditions substantially similar to the sample contract attached to the procurement document. I certify, on behalf of the Bidder, that the Bidder will comply with these or substantially similar Special Terms and Conditions and General Terms and Conditions if selected as an Apparently Successful Bidder.
11. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will also incorporate Special Terms and Conditions applicable to this procurement as prepared by DSHS. The Bidder acknowledges that it will negotiate in good faith any changes or modifications to any portion of the proposed contract.
12. The Bidder understands that, if selected to contract with DSHS, the Bidder will be required to comply with all applicable state and federal civil rights and other laws. Failure to so comply may result in contract termination. If requested by DSHS, the Bidder agrees to submit additional information about the nondiscrimination policies of the Bidder's organization in advance of or after the contract award.
13. The Bidder' certifies that is has a current Washington Business License, and agrees to promptly provide a copy of the license in the event the Bidder is selected as the Apparently Successful Bidder.
14. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit a proposal for the purpose of restricting competition.

## Section B: Sole Proprietors Only

1. I am authorized to sign any contract that may result from this procurement.
2. Is the Bidder or any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

## Section C: Partnerships Only

1. The Bidder is organized under the laws of, and is in good standing with, the State of \_\_\_\_.
2. Attach the following to this Bidder Information form:
  - Name and address of each of the Bidder's General Partners;
  - Name and address of each of the Bidder's Limited Partners; and/or
  - Name and address of each of the Bidder's Limited Liability Partners.
3. Is any General, Limited, or Limited Liability Partner a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

5. I am authorized to bind the Bidder to a contract or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Section D: Corporations Only

1. The Bidder is organized under the laws of, and is in good standing with, the State of \_\_\_\_.
2. Attach the following to this Bidder Information form: Name and address of each of the Bidder's Officers and Directors.
3. Is any Officer or Director of the Bidder a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

5. I am authorized to bind the Bidder to a contract or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Section E: Public Agencies Only

1. The Bidder is a "public MHD" as defined in Section 39.34.020 RCW and is a:

☐ State MHD

☐ Institution of Higher Learning

☐ County

☐ Public School

☐ City

☐ Federally Recognized Tribe

☐ Other: \_\_\_\_\_

2. Is any Manager or Employee of the Bidder Public MHD a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

3. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. I am authorized to bind the Bidder to a contract or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Section F: All Bidders

1. By signing below, the Bidder authorizes DSHS to conduct a financial assessment and/or background check of the Bidder if DSHS considers such action necessary or advisable before contracting with the Bidder.
2. Under the penalties of perjury of the State of Washington, the undersigned affirms the truthfulness of the statements made herein. The undersigned certifies that the Contractor is now, and shall remain, in compliance with the certifications and assurances contained herein, and agrees that such compliance is a condition precedent to the award and continuation of any related contract(s). The undersigned acknowledges the Bidder's obligation to notify DSHS of any changes in the statements, certifications and assurances made herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title

### 5.3 EXHIBIT C - SAMPLE CONTRACT

Located at DSHS Procurement Web site <http://www1.dshs.wa.gov/msa/ccs/>



#### 5.4 EXHIBIT D - CHECKLIST FOR RESPONSIVENESS

<input type="checkbox"/>	Proposal was submitted on or before 3:00 p.m. on or before the due date.
<input type="checkbox"/>	Required numbers of proposal copies were submitted.
<input type="checkbox"/>	<p>Proposal is placed in binders with tabs separating the major sections of the proposal. The four major sections shall include:</p> <p><input type="checkbox"/> Financial/Contractual Proposal – Section 3.1</p> <p><input type="checkbox"/> Quality Review and Risk Assessment Proposal – Section 3.2</p>
<input type="checkbox"/>	<p>Bidder meets minimum qualifications, which are:</p> <ul style="list-style-type: none"> <li>• Licensed to do business in the State of Washington or will obtain a Washington State business license from the Secretary of State.</li> <li>• Licensed and Board certified psychiatrist: lead position.</li> <li>• Documented experience conducting quality reviews and risk assessment of state psychiatric facilities.</li> <li>• Documented experience and knowledge of JCAHO and CMS requirements and standards for accreditation and certification.</li> <li>• Documented knowledge and experience with community mental health delivery systems as they pertain to admissions and discharges from state psychiatric facilities.</li> </ul>
<input type="checkbox"/>	Proposal demonstrates that the Bidder is capable/responsible to provide the services.
<input type="checkbox"/>	Financial/Contractual Proposal is essentially responsive to core requirements of the RFQQ.
<input type="checkbox"/>	Quality Review and Risk Assessment Proposal is essentially responsive to core requirements of the RFQQ and does not impose conditions that would modify the RFQQ.
<input type="checkbox"/>	Letter of Submittal and Certifications and Assurances were signed by an individual authorized to bind the Bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the sole proprietor if a sole proprietorship.
<input type="checkbox"/>	If Minority- and Women-Owned Business participation is being claimed, a certification from OMWBE is included.
<input type="checkbox"/>	The Letter of Submittal included a statement that a Certificate of Insurance would be provided as a condition of award.
<input type="checkbox"/>	Required number of references were provided.